

From: AD Budget Planning and Human Resources/ARL/R9/FWS/DOI
To:
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Date: Tuesday, April 04, 2006 11:49AM
Subject: Employee Career Resource Room

We are pleased to announce a new Human Resources service for employees interested in exploring or making career changes; a Career Resource Room (CRR). The CRR contains a collection of career, job -search information, career related books, video tapes, DVDs, magazines and periodicals.

The collection highlights topics such as self assessment, career planning, job search strategies, resume writing, salary negotiation, employer directories and various job market resources. All materials and computerized services are available on a walk-in basis during business hours, and materials may not be removed; however, employees are welcome to copy any resource information. The CRR also houses a VCR and a computer with connection to a laser printer for creating and printing resumes, cover letters or employment applications. The computer is also connected to the Internet and provides access to various career guidance programs, as well as links to many job-search sites. Human Resources staff members are available to assist FWS employees by providing information about the CRR resources and services. In addition, a Career Advisor is available to assist with any career related questions as well as critique resumes, cover letters, and personal statements.

The collection in the CRR has information in the following categories:

CAREER INFORMATION

- General occupations directories
- Career planning for special populations
- Resources on specific careers

JOB SEARCH

- General job search
- Employer directories
- Federal Government employment information
- Interviewing
- Resume preparation

The Career Resource Room is located in the Headquarters Human Resources Office, 4501 North Fairfax Drive, Suite 200, Arlington, Virginia and is open between 8:00 am and 4:00 pm, and other times by appointment. To schedule an appointment or arrange for additional career assistance, please call Fred Batts at 703-358-2328.